



Human Resources

DATE POSTED: June 2, 2006

REQ. # 06-143

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **06-2-2006** TO **06-08-2006**, but will remain open until filled.

DEPARTMENT/DIVISION
PARKS & RECREATION/PARKS DIVISION

POSITION AVAILABLE
PARKS MANAGER

OF OPENINGS
1

STARTING SALARY
\$49,403.74/year

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 666
PAY GRADE 24
SALARY : \$49,403.74 - \$78,754.62
PARKS MANAGER

MAJOR FUNCTION: To plan, organize, direct and review parks, beaches and public facilities grounds maintenance and construction programs for parks, recreation and beach areas within the Parks and Recreation Department; to coordinate activities with other departments and division; to provide professional administration assistance to the Parks and Recreation Administrator; to provide professional, effective and efficient public service assistance to the general public.

KNOWLEDGE, ABILITIES, AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Principles, practices and procedures of park maintenance management. Principles of good planning and development. Federal, State and local laws and regulations regarding the conduct of County parks program. Turf and ornamental planning management. Principles and practices of organization, administration, budget and personnel management.

Abilities and Skills: Plan, organize and direct the activities of crews engaged in a variety of park and beach maintenance. Properly interpret and make decisions in accordance with laws, regulations and policies. Prepare complex and technical reports. Communicate clearly and concisely both orally and in writing. Establish cooperative and effective work relations with subordinates, public groups and organizations, government officials and agencies. Select, supervise and train staff.

ESSENTIAL JOB FUNCTION: Develop and implement goals, objectives, policies and procedures for the Parks Division. Plan, organize, direct and review the overall parks program including maintenance and construction activities. Formulate division rules, procedures and policies; ensures compliance with department and all other county rules and regulations. Responds to the most difficult visitor complaints and requests for information. Interprets applicable laws, regulations and policies. Recommends development and adoption of public use regulations. Provides highly complex and responsible staff assistance to the Board of County Commissioners, Recreation Advisory Board and other board, commissions and committees regarding park activities; develops, prepares and presents recommendations. Prepares and administers the division budget; forecasts the need for additional staff, facilities, supplies and materials; monitors and approves expenditures. Coordinates work activities with other county departments and outside agencies. Represents the county in the community and at professional meetings as required. Selects, supervises and trains staff. Assists those contacted in the course of duty in an effective, efficient and professional manner. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Walking, standing and sitting. Occasional lifting to 30 lbs. Occasional bending, squatting. Good hearing and vision with or without correction.

ENVIRONMENTAL CONDITION REQUIREMENTS: Occasional outside working conditions and exposure to physical elements.

WORK HAZARDS: Any hazards associated with the Environmental Condition Requirements. Possible visual dysfunction due to computer work.

SAFETY EQUIPMENT USED OR NEEDED: Equipment needed may depend on the area or facility visited.

EDUCATION: Graduate from an accredited college or university with major course work in parks administration, landscape architecture or closely related field. A comparable amount of training or experience may be substituted for the minimum qualifications.

EXPERIENCE: Five years of increasingly responsible park maintenance experience including supervisory experience.

LICENSE CERTIFICATION OR REGISTRATION: Certified Leisure Services Professional (CLP) by the National Recreation and Parks Association. A valid Florida driver's license and good driving record may be required.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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